

CRANSTON SCHOOL COMMITTEE PUBLIC WORK SESSION

JULY 10, 2013

WILLIAM A. BRIGGS BUILDING (REED CONFERENCE ROOM)

845 PARK AVENUE, CRANSTON, RI

EXECUTIVE SESSION 6:00 P.M.

**PUBLIC WORKSESSION IMMEDIATELY FOLLOWING EXECUTIVE
SESSION**

**PUBLIC SESSION IMMEDIATELY FOLLOWING PUBLIC WORK
SESSION**

AGENDA

**1. Call to order- 6:00 p.m. Convene to Executive Session pursuant to
RI State Laws -**

2. PL 42-46-5(a)(1) Personnel:

A. (Renewal of Contracts – Administrators/Principals)

B. (Discussion of Employee “A”)

3. PL 42-46-5(a)(2) Collective Bargaining and Litigation:

A. (Contract Negotiations’ Update – Secretaries)

B. (Teachers)

C. (Teacher Assistants)

D. (Bus Drivers, Mechanics)

E. (Tradespeople)

4. PL 42-46-5 (3) Security

5. Executive Session

6. Call to Order – Public Session

7. Roll Call – Quorum

8. Adjourn to Public Work Session

9. Public Work Session

a. Observation Policy – Attorney Maryann Carroll

b. Discussion of the Alternative Learning Program at Horton Elementary –

Karen Ostroff, Executive Director, West Bay Collaborative

c. PARCC Presentation – Jeannine Nota-Masse

d. School Classifications – Dr. Judith Lundsten

e. Kindergarten Discussion

10. Adjourn Public Work Session to Public Meeting

11. Executive Session Minutes Sealed – July 10, 2013

12. Adjournment

School Committee members who are unable to attend this meeting are asked to notify the Chairperson in advance.

Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's website at www.cpsed.net, Cranston Public Schools' administration building, 845 Park Ave., Cranston, RI; and Cranston City Hall, 869 Park Ave., Cranston, RI and will be

electronically filed with the Secretary of State at least forty-eight hours (48) in advance of the meeting.

Notice posted: July 3, 2013

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POLICY #6165.2

CRANSTON PUBLIC SCHOOLS

Guidelines Regarding In-School Observations for All Outside Therapists

These guidelines have been established in order to minimize disruption in instruction and/or to the educational process in general.

1. Requests to observe classrooms in the school shall be provided in writing to the school administration. The request must include the name of the student to be observed and must state the reason for said observation.

2. Permission to observe a classroom shall be limited to an evaluation being conducted for a legitimate educational purpose.

3. Individuals seeking permission to observe a particular child must comply with the “Visitor Policy” adopted by the Cranston School Committee (Policy #1250).

4. Individuals requesting to observe a classroom must provide identification to the school administration and sign in and out at the school office.

5. Individuals requesting to observe a classroom shall be accompanied by a certified administrator at all times.

6. Individuals observing a classroom shall be apprised of the confidentiality requirement under the law. The scope of the observation shall be limited to a specific classroom with the stipulation that any information regarding other students or staff members obtained during the observation will not be shared outside of the school, and information received will not be released to others and will be destroyed when no longer needed for purposes for which the observation was conducted. The individual may be required to sign a separate confidentiality and indemnity agreement as determined by the Administration.

7. Prior to the observation, school administration shall establish the time and duration of the observation. In no event shall an observation be longer than thirty (30) minutes. During the observation, there can be no attempt to engage a teacher or therapist in conversation or ask questions during the instruction. There shall be no attempt to engage with the student being observed or any other students unless expressly authorized by the administrator accompanying the observer. Taking notes, tape recording, or

videotaping shall not be allowed during the visit. Such behavior will be considered disruptive and the individual will be asked to leave the classroom.

8. The Cranston Public Schools reserve the right to rescind observation privileges allowable under State and Federal regulations to any individual who does not comply with the guidelines established by the school administration or when such visits disrupt the educational environment as determined by the building principal.

I understand and agree to comply with the above-referenced policy regarding in-school observations. By signing this agreement I agree that I am observing only the student that I have requested permission to observe and any information that I should obtain about anyone else or anything in the building through my presence in the school is highly confidential and cannot be shared with anyone.

All information that I receive I agree to keep confidential.

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Name	Signature
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Position
Cranston Public Schools
845 Park Avenue
Cranston, RI 02910

To: _____

From: _____

Date: _____

Re: Student/Classroom Observation

Attached you will find the Cranston Public School's policy and guidelines regarding in-school observations. The guidelines must be followed for all student/classroom observations by outside therapists.

Your request will be reviewed by the School Principal and/or Special Education Administrator.

After you have read and agreed to the conditions listed on the guidelines, you will need to submit your written request to the School Principal. You must state the educational purpose as well as provide authorization from the student's parent or guardian. The signed guidelines along with the required documentation should be returned to the student's School Principal.

You can request the time and date for observation. However, the final decision as to date and time shall be determined by the School Principal. You will need to provide identification when you arrive at the school for the observation. You will be accompanied by, or in the presence of, a certified administrator at all times.

If you have any questions, you can call the student's school at _____ or the Special Education Director at (401) 270-8137.

Attachment:

Guidelines Regarding In-School Observations

POLICY #6165.2 (Continued)

CRANSTON PUBLIC SCHOOLS

Guidelines Regarding In-School Observations for All Parents

These guidelines have been established in order to minimize disruption in instruction and/or to the educational process in general.

1. Requests to observe classrooms in the school shall be provided in writing to the school administration. The request must state the reason for said observation. Only a parent may observe and the parent shall not bring anyone else to the observation.

2. Parents requesting to observe a classroom must comply with the “Visitor Policy” adopted by the Cranston School Committee (Policy 1250).

3 Parents requesting to observe a classroom must be accompanied by an administrator at all times.

4. Parents may observe no more than one (1) time per quarter

5. Parents observing a classroom shall be apprised of the confidentiality requirement under the law. The scope of the observation shall be limited to a specific classroom with the stipulation that any information regarding other students or staff members obtained during the observation will not be shared outside of the school, and information received will not be released to others and will be destroyed when no longer needed for purposes for which the observation was conducted. Parent may be required to sign a separate confidentiality and indemnity agreement as determined by the Administration.

6. Prior to the observation, school administration shall establish the time and duration of the observation. In no event shall an observation be longer than thirty (30) minutes. During the observation, there can be no attempt to engage a teacher or therapist in conversation or ask questions during the instruction. There shall be no attempt to engage with the student being observed or any other students unless expressly authorized by the administrator accompanying the observer. Taking notes, tape recording, or videotaping shall not be allowed during the visit. Such behavior will be considered disruptive and the parent will be asked to leave the classroom.

7. The Cranston Public Schools reserve the right to rescind observation privileges allowable under State and Federal regulations to any parent who does not comply with the guidelines established by the school administration or when such visits disrupt the educational environment as determined by the building principal.

I understand and agree to comply with the above-referenced policy regarding in-school observations. By signing this agreement I agree that I am observing only my child and other information that I may obtain during this observation is highly confidential and cannot be shared with anyone.

Name Signature

Student's Name

April, 2013

Cranston Public Schools

845 Park Avenue

Cranston, RI 02910

To: _____

From: _____

Date: _____

Re: Student/Classroom Observation

Attached you will find the Cranston Public School's policy and guidelines regarding in-school observations. The guidelines must be followed for all student/classroom observations by a student's parent(s).

Your request will be reviewed by the School Principal and/or Special Education Administrator.

After you have read and agreed to the conditions listed on the guidelines, you will need to submit your written request to the School Principal. The signed guidelines along with the required documentation should be returned to the student's School Principal.

You can request the time and date for observation. However, the final decision as to date and time shall be determined by the School Principal. You will need to provide identification when you arrive at the school for the observation. You will be accompanied by, or in the presence of, a school staff member at all times.

If you have any questions, you can call the student's school at _____ or the Special Education Director at (401) 270-8137.

Attachment:

Guidelines Regarding In-School Observations

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Cranston Public Schools

Confidentiality and Indemnity Agreement

Observation of Student

It is the responsibility of the Cranston Public Schools (hereinafter “CPS”) to follow all state and federal laws relating to the confidentiality of information for both students and staff. Additionally, it is the policy of CPS to provide our students and employees with a level of privacy and confidentiality with any information concerning any of our students or employees.

In the course of your observation you may have access to information about other students or employees, their families and/or personal business.

Therefore, I agree that:

I will hold any information that I obtain during my observation of student

_____ in the truest confidence as required by law. I understand that I cannot discuss any information that I may have obtained with anyone at anytime. Furthermore, I understand that I cannot use any information that I obtain for any reason. I understand that if I violate

this confidentiality agreement I shall never again be allowed to observe any student in the CPS and legal action could be taken against me. I further agree to indemnify the CPS in the event that I violate my confidentiality requirement and legal action is taken against CPS for any damages assessed against CPS.

I have read this confidentiality agreement and agree to its terms.

Name _____

Signature _____

Date _____

Worksession: July 10, 2013

Policy Adopted: CRANSTON PUBLIC SCHOOLS

Resolution No.: 13- CRANSTON, RHODE ISLAND